

Door Intercom Programming Request

Once you have moved in and need your phone number programmed, **Please complete and return this form** to one of our 2 comment boxes, located in the top left corner of the mailboxes in the entrance areas or by mailing it to our property management company. Please make sure you have working telephone service established to your unit. Receiving your form will allow us to program the door intercom panel. Please see the explanations in our “New Homeowners Welcome Package” for details on operation of the intercom system.

I _____ am the owner of unit # _____
Insert your name here enter complete unit number

located at _____ Belford Avenue, Los Angeles, CA 90045, and hereby
enter street number

authorize you to enter the information and phone number listed below into the intercom door panel listing.

Resident Name to be listed: _____
please enter your or your tenants name as you wish them to appear at the door panel (we reserve the right to make changes as necessary to accommodate the listing space available)

Phone Number to be programmed: _____
please enter area code and phone number

Authorization Signature: _____ Date: _____

please complete the information below for our internal verification process:

Your Name: _____

Current Address: _____

Daytime Phone: _____